

FINANCE

Department Purpose and Description

The Department is organized into three divisions, Fiscal Operations, Treasury Operations, and Purchasing. The primary functions of the Department are to administer the City's financial affairs, supervise the disbursement of all monies, manage all fiscal systems, collect and record all revenues, assist in the preparation of the citywide budget, manage all investments and borrowing, and provide centralized procurement services to all City departments.

Major Accomplishments for Fiscal Year 2003

- Successfully converted the City's and Redevelopment Agency's Comprehensive Annual Financial Reports in conformance with the new Governmental Accounting Standards Board pronouncements (GASB 34). This involved the most significant change in the history of financial reporting for state and local governments. Among its many provisions, GASB 34 required the City to begin reporting the value of all infrastructure assets, including roads, bridges, water and sewer facilities.
- Received the Award for Outstanding Financial Reporting from the California Society of Municipal Finance Officers for the fiscal year 2002 Comprehensive Annual Financial Report.
- Received the Achievement of Excellence in Procurement Award from the National Purchasing Institute, a process sponsored by the California Association of Public Procurement Officers and the National Association of Purchasing Management.
- Issued \$60.2 million in Certificates of Participation to fund the construction of the new Police Facility.
- Issued \$39 million in Community Facility District Bonds to provide funding for infrastructure in the Eastlake- Woods, Vista development.
- Issued \$14.4 million in Community Facility District Bonds to provide funding for infrastructure in the San Miguel Ranch development.
- Began the process to obtain favorable long-term financing for the new Civic Center project.
- Implemented an automatic bank account debit payment option for sewer service customers served by the Sweetwater Authority. At the end of fiscal year 2003 there were approximately 900 customers using this payment option.
- Implemented a complete upgrade to the in-house sewer billing system, including a database conversion and new/improved billing format.

Major Goals and Challenges for Fiscal Years 2004 and 2005

The goal for the Finance Department is to fulfill our Mission Statement: "To assist the City Council and the City Manager in maintaining public confidence in the fiscal integrity of the City by accounting for, controlling and reporting on the City's resources in accordance with sound public financial management practices." We will accomplish this by maintaining an independent, yet participative posture in administering the City's fiscal affairs, prescribing and overseeing a sound system of internal controls, and accurately, yet conservatively projecting revenues and monitoring the financial health of the City.

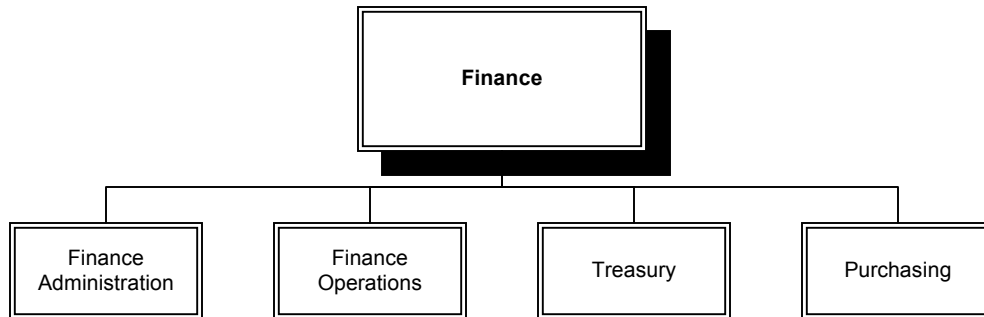
A major goal for the Finance Department in fiscal year 2004 will be to ensure that Council is informed of any potential impacts to City revenues resulting from State takeaways due to their current budgetary crisis. This will include keeping informed of any proposed legislative initiatives impacting the City. In addition, the Finance Director will continue to work with other local government agencies to look for ways to protect local revenues from further State takeaways.

With the goal of improving services to our Citizens, the Finance Department will continue to review payment options such as credit card payments for parking citations, recreation classes, building permits and delinquent accounts. In addition, we will research the option of processing additional payments on-line.

Finally, we hope to implement an improved records management system, possibly utilizing imaging technology, which will minimize space needs while facilitating efficient information retrieval.

FINANCE

ORGANIZATION CHART



FINANCE 08000

EXPENDITURES

	FY 2002 ACTUAL	FY 2003 BUDGET	FY 2004 ADOPTED	FY 2005 ADOPTED
Personnel Services	1,911,022	2,158,855	2,318,133	2,474,647
Supplies and Services	167,230	168,901	165,120	165,120
EXPENDITURE TOTALS	\$2,078,252	\$2,327,756	\$2,483,253	\$2,639,767

Expenditures by Division

DIVISION	FY 2002 ACTUAL	FY 2003 BUDGET	FY 2004 ADOPTED	FY 2005 ADOPTED
08100 Administration	417,008	430,212	397,247	422,550
08300 Operations	834,663	966,752	1,043,732	1,109,732
08500 Treasury	411,853	488,488	536,638	569,315
08700 Purchasing	414,728	442,304	505,636	538,170
EXPENDITURE TOTALS	\$2,078,252	\$2,327,756	\$2,483,253	\$2,639,767

REVENUES

	FY 2002 ACTUAL	FY 2003 PROJECTED	FY 2004 ESTIMATED	FY 2005 ESTIMATED
Other Local Taxes	81,061	9,213	9,582	9,965
Use of Money & Property	88,406	78,125	73,538	73,538
Revenue from Other Agencies	0	39,845	23,830	25,736
Charges for Services	7,462	6,742	7,225	7,670
Other Revenue	458,626	536,113	605,816	639,902
Transfers In	424,185	457,565	516,822	555,767
REVENUE TOTALS	\$1,059,740	\$1,127,603	\$1,236,813	\$1,312,578

FINANCE

AUTHORIZED POSITIONS

	FY 1999	FY 2000	FY 2001	FY 2002	FY 2003	FY 2004	FY2005
Asst. City Manager - Admin Svcs	0	1	1	1	0	0	0
Director of Finance	1	0	0	0	1	1	1
Assistant Director of Finance	1	1	1	1	1	1	1
Accountant	3	3	3	3	3	3	3
Accounting Assistant	0	0	0	4	4	4	4
Accounting Assistant II	1	1	1	0	0	0	0
Accounting Assistant III	2	3	3	0	0	0	0
Accounting Technician	0	0	0	2	2	2	2
Administrative Office Assistant II	1	0	0	0	0	0	0
Administrative Office Assistant III	1	0	0	0	0	0	0
Administrative Office Specialist	2.41	1.58	1.58	0	0	0	0
Administrative Secretary	1	1	1	1	1	1	1
Budget Manager	1	0	0	0	0	0	0
Buyer	1	1	1	0	0	0	0
Collections Supervisor	0	1	1	1	1	1	1
Customer Service Representative	1	3	4	4	4	4	4
Fiscal Operations Manager	0	1	1	1	1	1	1
Payroll Technician	1	1	1	0	0	0	0
Procurement Specialist	0	0	0	1	1	1	1
Purchasing Agent	1	1	1	1	1	1	1
Revenue Analyst	1	0	0	0	0	0	0
Revenue and Recovery Manager	1	0	0	0	0	0	0
Senior Accountant	2	2	2	2	2	2	2
Senior Accounting Asst	3	3	3	1	1	1	1
Senior Buyer	0	1	1	0	0	0	0
Senior Fiscal Office Specialist	0	0	0	1	1	1	1
Senior Procurement Specialist	0	0	0	1	1	1	1
Storekeeper	1	1	1	1	1	1	1
Storekeeper Supervisor	1	1	1	1	1	1	1
Treasury Manager	0	1	1	1	1	1	1
Total Permanent FTE's	27.41	28.58	29.58	28	28	28	28
Total Hourly FTE's	0	0.5	0.5	0.92	0.92	0	0
Total FTE's	27.41	29.08	30.08	28.92	28.92	28	28

PARKING METER DISTRICT FUND 241

EXPENDITURES

	FY 2002 ACTUAL	FY 2003 BUDGET	FY 2004 ADOPTED	FY 2005 ADOPTED
Personnel Services	88,850	94,442	40,204	41,909
Supplies and Services	30,299	54,473	75,578	46,060
Other Expenses	194,512	215,950	217,545	233,861
Transfers Out	3,734	3,734	3,734	3,700
EXPENDITURE TOTALS	\$317,395	\$368,599	\$337,061	\$325,530

REVENUES

	FY 2002 ACTUAL	FY 2003 PROJECTED	FY 2004 ESTIMATED	FY 2005 ESTIMATED
Licenses and Permits	26,154	22,000	24,500	24,500
Fines, Forfeitures, Penalties	83,211	87,000	73,241	76,171
Use of Money & Property	244,234	248,182	235,005	235,005
REVENUE TOTALS	\$353,599	\$357,182	\$332,746	\$335,676

PARKING METER DISTRICT

AUTHORIZED POSITIONS

	FY 1999	FY 2000	FY 2001	FY 2002	FY 2003	FY 2004	FY2005
Customer Service Representative	1	1	0	0	0	0	0
Parking Control Officer	2	2	0	0	0	0	0
Parking Operations Officer	1.5	1.5	1.5	1.5	1.5	0.5	0.5
<i>Total Permanent FTE's</i>	4.5	4.5	1.5	1.5	1.5	0.5	0.5
<i>Total Hourly FTE's</i>	0	0	0	0	0	0.25	0.25
<i>Total FTE's</i>	4.5	4.5	1.5	1.5	1.5	0.75	0.75

FINANCE

MISSION STATEMENT • GOALS • OBJECTIVES AND MEASURES

MISSION STATEMENT: To assist the City Council and the City Manager in maintaining public confidence in the fiscal integrity of the City by accounting for, controlling and reporting on the City's resources in accordance with sound public financial management practices.

GOAL: Provide a high level of fiduciary accountability for the fiscal functions of expenditure and revenue projection, expenditure control, cash management, accounts payable, accounts receivable, payroll and debt management.

Objective: *Assist in preparing the annual budget for City Council adoption and monitor operating performance in comparison with the adopted budget, advising the City Council of variances and their causes.*

Annual Measure	FY02 Act.	FY03 Est.	FY04 Proj.	FY05 Proj.
Realized general revenue greater than or equal to the amended budget	Yes	Yes	Yes	Yes
% of quarterly status reports finished within 45 days of quarter end	75%	75%	75%	75%

Objective: *Produce the Comprehensive Annual Financial report (CAFR) in accordance with generally accepted governmental accounting principals so as to receive an unqualified opinion from external auditors and qualify for the Government Finance Officer's of America (GFOA) award for excellence in financial reporting.*

Annual Measure	FY02 Act.	FY03 Est.	FY04 Proj.	FY05 Proj.
Unqualified opinion on CAFR received	Yes	Yes	Yes	Yes
GFOA financial reporting award received	Yes	Yes	Yes	Yes

Objective: *Maintain effective cash collection procedures in order to maximize cash flow while providing a high level of customer service.*

Annual Measure	FY02 Act.	FY03 Est.	FY04 Proj.	FY05 Proj.
% of revenues deposited and accounted for within 3 business days	98%	98%	98%	98%

GOAL: Maintain an effective centralized procurement system serving all City functions.

Objective: *Process all requisitions received for goods and services in an appropriate and timely manner.*

Annual Measure	FY02 Act.	FY03 Est.	FY04 Proj.	FY05 Proj.
% of purchase orders issued within 2 weeks of requisition receipt	80%	80%	80%	80%